

Delaware Homeland Security Terrorism Preparedness Working Group  
Delaware Emergency Management Agency  
Meeting Minutes  
May 10, 2010

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:32 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
  - a. Meeting Notice & Agenda
  - b. Training and Exercise Subcommittee Meeting Minutes from May 5, 2010
  - c. DHSTPWG Meeting Minutes from April 12, 2010
  - d. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation Summary
  - e. Delaware Homeland Security Terrorism Preparedness Working Group FY 2010 Delaware State Preparedness Report Executive Summary
2. April 12, 2010 minutes were reviewed and approved. (**Motion: Robert Newnam; Second: James Cubbage – Passed Unanimously**)
3. **Old Business:**
  - a. **Communication Interoperability**
    - 1) Next Generation 800 MHz Enhancement (Dave Roberts) – No report. (**OPEN**)
    - 2) Interoperable Emergency Communications Grant Update (Tony Lee) – Representative from FEMA’s Office of Emergency Communications will be visiting on May 13, 2010 to review and update the State Interoperable Plan through a workshop. The workshop will be held at the Department of Correction’s Administrative Building in Dover. (**OPEN**)
  - b. **Subcommittee Reports**
    - 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
    - 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
    - 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report

- 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee met on May 5, 2010; minutes of the meeting were distributed to the Working Group. An allocation of \$2,100 was approved for Kent County Special Operation Team Trench Training. An allocation of \$3,158 was approved for Law Enforcement representative to attend the International Association of Bomb Technician and Investigators course. An allocation of \$1,653 was approved for three Delaware Incident Management Team members to attend the FEMA Region III Conference in Richmond, VA. It was reported that four additional compliance courses were added to NIMCAST: Independent Study Courses 701, 702, 703, and 704. There were no recommendations for the Working Group. The next meeting will be held on June 2, 2010 at the Delaware State Fire School-- 8:30 a.m.(OPEN)
  - 5) NIMS Subcommittee (Jim Cabbage, Chairman) –No report. (OPEN)
  - 6) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – No report. (OPEN)
- c. Equipment Procurement Process (Tony Lee) – No report.
- d. State Preparedness Report (SPR) Brief (Jen Dittman) – The SPR will be submitted to the Federal Emergency Management Agency (FEMA) by May 17, 2010. The SPR provides a snapshot of Delaware preparedness levels associated with Target Capabilities. As part of the development of Delaware’s State Preparedness Report (SPR) a Baseline Survey was completed. All HSGP disciplines participated in the Baseline Survey. Overall, the average rating for Delaware was seven (7), “most measures/ metrics are satisfied at the specified level for this activity, and though effort remains, a plan is in place to satisfy the rest. Remaining issues have been identified and are being addressed. The activity may be performed successfully if required.” Delaware’s ratings were grouped between scores of six (6) and eight (8). A rating of six (6) means that “many measures/metrics are satisfied at the specified level for this activity, and though much effort remains, a plan is in place to satisfy the rest. Remaining issues are being identified. The activity may be performed successfully if required.” A rating of eight (8) means that “most measures/metrics are satisfied at the specified level for this activity, and though moderate effort remains and a few issues are outstanding, a plan is in place and being followed to address them. It is likely, though not assured, that the activity could be performed adequately if required.” Data inputted into the report resulted in an Executive Capability Assessment Report which shows the percent of preparedness for each Target Capability. Delaware will utilize the results of the SPR as a holistic foundation for the emergency response community to build upon. A motion was made to submit the SPR to FEMA. (Motion: James Cabbage; Second: Mayor Carey—Passed Unanimously) (CLOSED)

4. **New Business:**

a. **Funding Reallocation**

The Investment Four Project Team requested reallocation of \$99,687.09 in cost savings from the Sussex County EMA Backup UPS System project for shelter improvements. A Shelter Study Report identified \$2.4 million in needed shelter improvements and identified American Disability Act requirements for shelters. Sussex County has allocated \$212,500.00 for shelter improvements in FY07-09, leaving a funding shortfall of \$2.2 million. Sussex County is in the process of establishing funding priorities for shelter improvement. A motion was made to accept the funding reallocation. (**Motion: Robert Newnam; Second: Tim Cooper— Passed Unanimously (CLOSED)**)

b. **Director Turner Comments** – FEMA Grant Programs Directorate personnel will be conducting a monitoring visit of Delaware's Homeland Security related grants in July 2010. The visit is focused on program compliance and addressing concerns. In addition, FEMA Disaster Funding is being depleted due to relief efforts. The availability of Homeland Security Grant Program funding may contract in upcoming years. FEMA is looking at limiting grant extension to one extension per grant year. (**CLOSED**)

c. **Open to Floor**-A Resource Management and Asset Tracking (RMAT) update was requested and concern of rescheduling of Subcommittee meetings. Tony Lee informed the Working Group that the project is under contractual review and DEMA and the Project Manager are working with the vendor to work out contractual and project issues to ensure the vendor provides deliverables as outlined in the contract. Concerns were voiced about the scope of decision making as it relates to the Subcommittee, the Project Manager, and State Officials. Unless critical decisions need to be made regarding RMAT, the next DHSTPWG meeting is scheduled for July 12, 2010. (**CLOSED**)

5. The meeting adjourned at 2:20 p.m.

6. **Next Meeting—July 12 2010, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Meeting Attendance Roster**  
**April 12, 2010**

NAME	AGENCY
<b>Voting Members</b>	
Jamie Turner	Chairman
Colonel Dallas Wingate	DE National Guard
Jim Cabbage	DE Volunteer Firefighter's Association
Joe Papili	Delaware State Police
Mayor Carleton Carey, Sr.	Delaware League of Local Governments
Absent	Council on Police Training
Robert Newnam	DE Fire School
Dave Carpenter	NCC Emergency Management
Dave Mick	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Dwayne Day	Public Works
Suzanne Rabb-Long	DE Healthcare Association
Danielle Hodgeman	DHSS, Division of Public Health
Ellen Mallenfant	DNREC
Absent	Public Safety Communications
Tim Cooper	Emergency Medical Services
Sandra Ennis-Alexander	Cyber Security/Information Technology
Absent	Department of Agriculture
Robert George	Citizens Corps
<b>Working Group Members &amp; Guests</b>	
Tom Ellis	Department of Justice
Kurt Reuther	Department of Safety and Homeland Security
Mike Chionchio	Office of State Fire Marshal
Allen Metheny	Delaware Volunteer Firefighter's Association
James Wright	Delaware Courts
Joe Wessels	Delaware League of Local Governments
<b>Delaware Emergency Management Agency Staff</b>	
Glenn Gillespie	Deputy Director
Tony Lee	Principal Planner
Robert Pflaumer	Training Administrator
Jennifer Dittman	Planner
Will Hayes	Planner
Courtney Emerson	Planner
Tom Yeasted	Technical Assistance Coordinator